



## **Job Description**

The Assistant Director is responsible for the overall administration of the Yolo Crisis Nursery Program. The Assistant Director supervises, coordinates, and monitors all program components to ensure contract compliance, State licensing regulations, budgetary soundness, Yolo Crisis Nursery policies and systems and the mission of the program. This position provides leadership, monitoring of quality indicators and implementation of strategies to ensure the efficient operations of the program.

## **Essential Duties and Responsibilities:**

### **(65%) Program Administration and Fiscal Management**

- Assume a leadership role in administering, managing, coordinating and maintaining the program within the definition, objectives, guidelines and budgets as set forth in proposals and contracts to funding agents, policies, systems and mission of Yolo Crisis Nursery.
- Implement and administer State Licensing regulations and ensure that appropriate systems and standards of care are provided which relate to the licensed operation of the facilities. Pre-School, Infant Program, overnight Crisis Nursey.
- Ensure that core program components operate within the guidelines and standards of contracts, best practices, established policies and systems and agency mission.
- Direct and coordinate all operations, including the physical maintenance of the facilities.
- Ensure that direct supervision of employees, including hiring, training, evaluations and disciplinary actions happen in accordance with program and agency policies and systems.
- Ensure that the systems are in place and updated for site operations. Communicate systems to staff as needed to ensure compliance with established standards.
- Provide direct care and supervision of children, case management or supervisory duties as needed.

- In coordination with the Budget & Reporting Manager and Director of Children and Family Services, develop the annual budgets in accordance with the budget schedule.
- Monitor budget expenditures, billings and payment processes to ensure expenditures are within approved contract and budget standards.
- As time permits, work with the Director of Philanthropy to obtain ongoing resources for the program including grant writing, event planning, public speaking and other fundraising community relations efforts.
- Ensure the accurate and timely submission of the required program, financial and personnel paperwork including, but not limited to time records, evaluations, monthly expense reports, etc.
- Monitor use of overtime, ensuring compliance with budgetary constraints.
- Attend and participate in YCN management meetings and meet regularly with supervisor.
- Oversee the use of volunteers in direct care, administrative and outreach functions supporting the program.
- Develop and maintain a physical presence at both program locations that supports staff and operations.
- PATH CITED funds, YCN Assistant Director will directly supervise staff who perform work for the CalAIM initiative, including the data and billing coordinator and the ECM/CS Case Manager.
- Responsibilities will include overseeing the data collection and evaluation and leading the Continuous Quality Improvement process; monitoring the ECM/CS client caseload and providing guidance to case managers; monitoring YCN's capacity to continue implementing the ECM/CS program and making recommendations for adjustments; and expanding the ECM/CS program as appropriate; these may include (but are not limited to) adding services, contracting with additional CalAIM health care providers, identifying ways to increasing regions of service, and more.
- This position will also be responsible for submitting the quarterly progress reports, as well as identifying any software/technological/infrastructure needs to implement the program.

### **(15%) Community Network Collaboration and Planning**

- Ensure an active outreach plan to various community groups and agencies with the focus on increasing appropriate referrals.
- As time permits, participate in the strategic planning and development efforts toward sustainability funding for the Crisis Nursery.

- Work collaboratively with the Friends of the Crisis Nursery auxiliary. Respond to requests from the Yolo Crisis Nursery auxiliaries as appropriate.
- Ensure resources for tours and informational meetings to groups, agencies, programs, and individuals at the YCN as time permits.
- Attending community events to promote the YCN program.
- Participate in YCN activities as required.

### **(10%) Personnel Management**

- Ensure all personnel practices, including but not limited to hiring practices, are consistent with all legal requirements and YCN policies, systems and standards.
- Ensure that the program has scheduled staff meetings, training, etc. to meet communication and training goals for the program. Attend meetings at each Nursery as needed.
- Provide direct supervision, coaching and support to staff as needed.
- Ensure all personnel information is transferred to the Human Resources department including evaluations and disciplinary action in a timely manner.
- Assure, all disciplinary actions are approved by the Director of Human Resources in advance of taking action.
- Ensure that staff receive appropriate training, coaching and support.
- Ensure that timely performance evaluations for direct reports are completed as well as monitoring timeliness of all performance evaluations.
- Work with the Human Resources department to ensure compliance with YCN personnel policies and systems.
- Ensure that employees are following required training per Community Care Licensing (CCL) standards by ensuring that employees are scheduled to attend agency training classes and program specific courses.

### **(5%) Quality Assessment**

- In collaboration with the Quality Improvement Manager and Director of Children and Family Services, establish and maintain a quality assessment plan for the program.
- Ensure that there is a plan for continuous quality improvement by monitoring outcomes and, when necessary, develop strategies of improvement.
- Conduct internal program evaluations and monitor quality indicators.
- Develop and maintain facility specific safety plan for the security and safety of children and staff and to comply with regulatory requirements.

- Ensure required training for staff to safely provide care for children to prevent physical injuries to either party.
- Maintain program compliance with accreditation standards, Federal and State regulations.
- Maintain all records and data systems in accordance with agency policies and procedures.
- Schedule and attend monthly Huddle-Development meetings.

### **(5%) Contract Compliance**

- Assure, through an implementation plan, that contract milestones are met.
- Regularly schedule and document monitoring of all contracts/grants to ensure that deliverables are timely and complete.
- Ensure all contract reports are submitted to Philanthropy, Finance and /or funders in a timely manner.
- Obtain, review and analyze program/client data for trends and, if necessary, work with Data Analysis and others to implement strategies for improvement.
- Prepare all required written evaluations and reports to the funders, YCN and other participating agencies and individuals.
- Maintain statistics for program evaluation.
- Meet with funders for site visits, collaboration meetings and contract reviews as needed.
- Ensure timely submission of data into designated databases.
- Perform other duties as assigned.

### **Minimum Qualifications:**

#### **Education and Experience:**

##### **Level A:**

A Masters or Bachelor's degree in early childhood education, human Development, behavioral science, from an accredited college or university. Can qualify for a child development Site Supervisor or Directors Permit.

##### **AND**

Documented ability and leadership through a minimum of three years of experience in the field of child or family services, or non-profit community service, two years of which have been in an administrative or managerial position that includes direct supervision of staff and systems implementation.

##### **OR**

##### **Level B:**

A bachelor's degree from accredited college or university.

**AND**

Demonstrated ability and leadership through a minimum of five years of experience in the field of child or family services, two years of which have been in an administrative or managerial position that includes direct supervision of staff. Driving is an essential function of this job, and as such, employees in this position will be required to furnish their own vehicle to be used in the course of employment. A valid driver's license and minimum insurance coverage is also required.

**Knowledge, Skills and Abilities:**

- Able to read, write, speak, and understand the English language.
- Knowledge of development and management of social service programs including program planning, administration, contract compliance, fiscal management, fund development, personnel management, and quality assessment.
- Ability to effectively manage time and multiple responsibilities.
- Ability to understand and apply policies, standards and licensing regulations.
- Working knowledge of CCL regulations (Crisis Nursery).
- Ability to utilize linear problem-solving.
- Knowledge of family dynamics and skills needed to work effectively with children and families who are experiencing difficulties.
- Knowledge of child development.
- Ability to work in a team approach with diverse sectors of the community (i.e., residents, children, parents, school personnel, civic leaders, government officials and community-based providers).
- Ability to effectively coordinate and facilitate meetings.
- Ability to establish and maintain appropriate boundaries with children and families.
- Excellent verbal and written communication skills.
- Excellent decision-making and organizational skills.
- Skill to maintain a professional, confidential work environment.
- Intermediate knowledge of Microsoft Word, Excel, Access, Power Point and Outlook.

**Licenses, Certifications, Registrations:**

- **Must have Site Supervisor permit.**

- Must meet the requirements of the Driving Qualifications policy.
- Must be 21 years of age or older.
- Must receive and pass the Pediatric First Aid, and Infant, adult and child CPR training through the Sacramento Children's Home within the first 30 days of employment.

Must be able to report to work on a regular and reliable basis.

**Special Working Conditions:**

- Exposure to blood borne pathogens, infectious and childhood diseases.
- Able to deal with stressful situations.
- Occasional on-call shift responsibilities.
- Must be available to work a flexible schedule, which may include day, evening, night, weekend and holiday shifts.

Job Type: Full-time

Salary: \$75,000.00 - \$90,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Davis, CA 95616: Reliably commute or planning to relocate before starting work (Preferred)

Work Location: In person